

MBI TEAM IMPLEMENTATION CHECKLIST

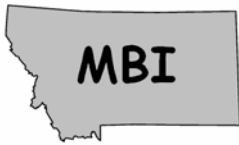
This checklist is designed to be completed quarterly by the MBI team to monitor activities for implementation of MBI at the school site.

School _____ Date of Report _____
 MBI Team Members _____

Person(s) Completing Report/Facilitator _____

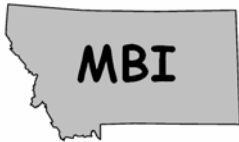
MBI Consultant _____

Complete and Submit to Consultant QUARTERLY Status: <u>Not Yet Started</u> , <u>In Progress</u> , <u>Achieved</u>		Date	Oct	Nov	Mar	May
Training Process						
1. MBI Team members/school staff attend MBI Summer Institute		Status				
2. MBI site facilitator selected and trained		Status				
Team Process						
3. Administrator support & active involvement <ul style="list-style-type: none"> Admin attends meetings 90% of the time Admin puts time on staff agenda for MBI updates Admin actively promotes MBI as a priority, integrates with other initiatives/improvement activities 		Status				
4. Team established (representative) <ul style="list-style-type: none"> Team includes: grade level teachers, special area, paraprofessionals, parents, special ed, school counselor, etc. Team has established a clear mission/purpose 		Status				
5. Team has regular meeting schedule, effective operating procedures <ul style="list-style-type: none"> Agenda is used, consistent attendance, admin present to approve activities/decisions 		Status				



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6.Faculty/Staff support (One of top 3 goals, 80% of faculty document support, 3 year timeline) <ul style="list-style-type: none">Climate/Discipline one of top 3 school improvement goalsFaculty feedback is obtained throughout year Faculty involves in some decision making/establishing goals	Status				
7.Audit is completed for efficient integration of team with other teams/initiatives addressing behavior support and school climate <ul style="list-style-type: none">MBI team has clearly defined objectives/outcomes	Status				
Evaluation Process					
8.Team/faculty complete MBI Blueprint survey(completed annually) <ul style="list-style-type: none">Self Assessment is used to write annual action planResults are shared with staff	Status				
9.A school data collection system is in place <ul style="list-style-type: none">Data collection is easy, efficient, relevantData shared in a useable format with team and facultyData collection allows for on-going evaluation/decision making	Status				
10.MBI Team summarizes existing school discipline data.	Status				
11.MBI Team has developed written short-term and long term data based action plans using research based strategies	Status				
Proactive Support Systems (Best Practice)					
12. 3-5 school-wide behavior guidelines are defined and posted in all areas of building. <ul style="list-style-type: none">Guidelines apply to both staff and studentsPosters are similar, paired with icon and highly visible	Status				
13. School-wide teaching matrix developed. <ul style="list-style-type: none">Rules developed for specific settingsRules are linked to guidelines	Status				
14. Teaching plans for school-wide guidelines are developed. <ul style="list-style-type: none">A behavioral curriculum includes concept and skill level instructionLessons include examples and non-examplesFaculty/staff and students are involved in development	Status				
15. School-wide behavioral guidelines taught directly & formally. <ul style="list-style-type: none">Lessons are embedded into subject area curriculumSchedule/plans for teaching staff the lesson plans for students are developedBooster sessions for students and staff are scheduled/planned	Status				



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16. System for rewarding student behavior is established. <ul style="list-style-type: none"> Rewards are linked to guidelines Rewards are varied to maintain student interest System includes opportunities for naturally occurring reinforcement Ratios of reinforcement to corrections are high Students are involved in identifying/developing incentives The system includes incentives for staff/faculty. 	Status					
	Status					
	Status					
Community Process						
17. MBI Team promotes community awareness regarding MBI activities at the school site		Status				

Checklist #2: On-going MBI Team Activity Monitoring					
Complete & submit Quarterly .		Status: <u>A</u> chieved, <u>I</u> n Progress, <u>N</u> ot Started			
1. MBI team has met at least monthly.	Status:				
2. MBI team has given status report to faculty.	Status:				
3. Activities /strategies for MBI action plan implemented.	Status:				
4. Accuracy of implementation of MBI action plan/s evaluated.	Status:				
5. Effectiveness of MBI action plan/s implementation evaluated.	Status:				
6. MBI data analyzed.	Status:				